



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective
Title	10	Human Services	Date:
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	4	Service Requirements For Sponsoring Organizations	
Section	1	<b>Evaluation of family child care provider applicants (N.J.A.C. 10:126-4.1)</b>	

### §10:126-4.1 Evaluation of family child care provider applicants

(a) The sponsoring organization shall provide to each applicant for a Certificate of Registration the following:

1. A copy of the Manual of Requirements for Family Child Care Registration;
2. An application form;
3. The names and addresses of all family child care networks known to the sponsoring organization and serving the applicant's geographic area; and
4. The name, address, and telephone number of the local resource and referral agency of the New Jersey Child Care Resource and Referral System serving the applicant's area, if other than the sponsoring organization.

(b) The sponsoring organization shall evaluate each applicant prior to the issuance of a Certificate of Registration.

(c) The sponsoring organization's evaluation of each applicant shall include a review of:

1. The application form;
2. Disclosures by the provider or applicant, the substitute provider, all members of the provider's household who are at least 14 years old, and the provider assistant and the alternate provider, if any, of any criminal conviction(s), as specified in N.J.A.C. 10:126-5.2(a)10;
3. Letters of reference received for the provider or applicant and the alternate provider, if any, as specified in N.J.A.C. 10:126-5.2(e);

4. Health records submitted by the provider or applicant, the alternate provider and provider assistant, if any, and any household members who are present during the care of enrolled children as specified in N.J.A.C. 10:126-5.2(b) and (c);

5. A written report of the evaluation visit to the applicant's family child care home, as specified in (d) below;

6. Evidence showing that the applicant and the alternate provider, if any, have completed pre-service training, as specified in N.J.A.C. 10:126-4.2; and

7. Documentation for the applicant and alternate provider, if any, of current certification in Cardiopulmonary Resuscitation (CPR) and completion of a first aid course taken every three years if there is no expiration date.

i. Cardiopulmonary Resuscitation (CPR) training shall be certified through one of the following: American Heart Association; American Red Cross; National Safety Council: Infant and Toddler CPR (if care is